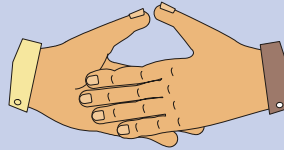


Facilitation

Discussion

Team



Work

What are strategies you use now that help you at meetings?

- With taking notes
- Speaking up
- Staying on task

What are some good tips for the group facilitators to know to about to help you be comfortable and open at the meeting?

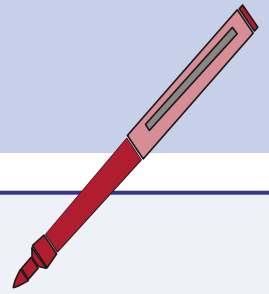


Team Work

TYPES OF SUPPORT I WOULD LIKE

- Following the PATH process
- Deciding what is important to remember
- Speaking up at the meeting
- Reviewing material with me at the meeting
- Reading materials and talking about them
- Explaining what is going on
- Explaining words and other information
- Staying on topic
- Taking notes
- Other ...

Facilitation and Support

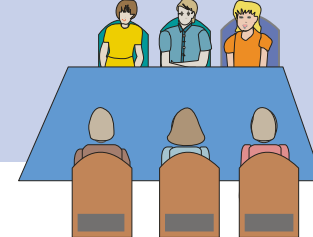


TYPES OF SUPPORT I WOULD LIKE

- ☐ Following the PATH process _____
- ☐ Understanding my job at the meeting _____
- ☐ Deciding what is important to remember _____
- ☐ Speaking up at the meeting _____
- ☐ Reviewing materials at the meeting _____
- ☐ Explaining what is going on _____
- ☐ Staying on topic _____
- ☐ Explaining information in plain language _____
- ☐ Reading materials and talking about them _____
- ☐ Taking notes _____
- ☐ Other _____



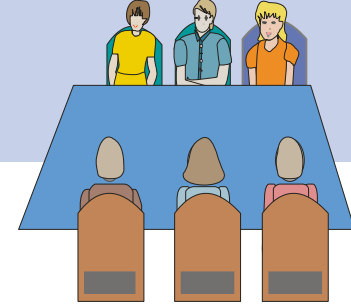
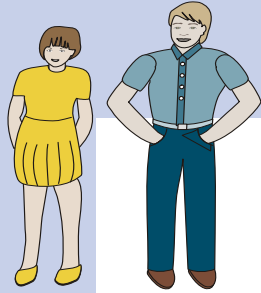
Thoughts from Participants



GENERAL TIPS:

- Prepare ahead of time:
Go over the meeting packet and bring notes.
Remember what you read or reviewed.
- Have the meeting leaders give a general overview of the meeting and some important words and definitions that will be used.
- Ask speakers to spell out or explain acronyms.
- Ask someone to take notes for you.
- Talk to someone about what you read or reviewed.
- Think about and write down what is important to remember.
- Write down what you want to bring up at the meeting.

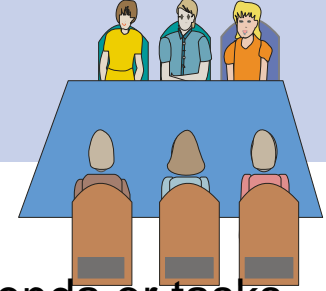
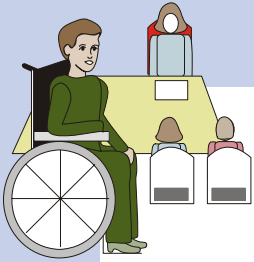
Thoughts from Participants



BEING HEARD:

- Ask the meeting speaker to “slow down” or “speak louder”.
(if necessary raise your hand)
- Have someone sit near you to help make sure you are seen, when you raise your hand or want to talk.
- Be assertive: bring something up that you think is important.
- Ask the meeting speaker to change how they are explaining something or use words that are more “consumer friendly”.

Thoughts from Participants



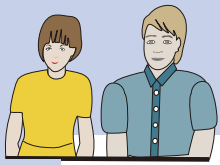
STAYING ON TASK:

- Prepare ahead of time so you are clear about the agenda or tasks.
- Block out information that has nothing to do with the meeting.
- Take a personal break, if you need to:
 - When the room is too noisy or hot.
 - When the information is repetitive.

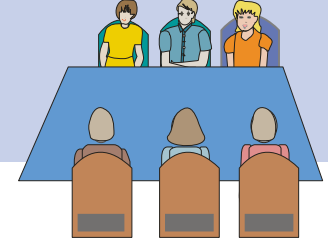


USING A FACILITATOR:

- Review material before the meeting with your facilitator:
 - Something you may not understand.
 - To help you remember the important things.
 - To remind you about important things you want to say.
- When you leave the room, ask your facilitator to follow along in the meeting and take notes for you.
- Ask your facilitator (during the meeting) to explain something using different words to explain what someone said at the meeting.



Thoughts from Participants



WAYS TO STAY ALERT:

- Coffee.
- Eat Light.
- Not have the meeting in a stuffy room.
- Move around in your seat or the room, move around in my wheel chair.
- Go into a cool room or area if the meeting room is hot.
- More I understand during the meeting, the MORE I stay involved.
- Leave the meeting for a personal break.
- Ask someone to “fill you in” if you have a hard time staying focused.
- Ask a meeting participant what happened while you were gone, after the meeting is over.